

## STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center**  
**1717 Philo Road, Suite 24**  
**Urbana, Illinois 61802-6099**



**Joanne Maitland**  
**Merit Board Chair**  
**Lewis T. (Tom) Morelock**  
**Executive Director**

**TO:** Designated Employer Representatives/Human Resources Directors  
Classification Personnel  
Testing Personnel

**FROM:** Torre L. Walls  
Operations Division

**SUBJECT:** Final Status Notice for the Desktop Publisher/Coordinator  
CCE-13-46

**DATE:** July 26, 2012

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

Class currently used by: N/A

<u><b>Current Class</b></u>	<u><b>Action Proposed</b></u>	<u><b>Revised/New Class</b></u>	<u><b>Prom. Line</b></u>	<u><b>Occ. Area</b></u>	<u><b>Work Area</b></u>	<u><b>Effective Date</b></u>
1493  Publications Production Expediter	  REVISE/CIT	1493  Desktop Publisher/ Coordinator	  N/A	  14/ Skilled	  661/ Printing & Press	  09/15/12

### Voiding/Deleting Registers

The registers for the Desktop Publisher/Coordinator classification should be voided at the close of business on Friday, September 14, 2012. All testing materials related to this title should be destroyed.

### Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Desktop Publisher/Coordinator classification (Credentials Assessment) will be effective (available per E-Test) September 15, 2012. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at [www.sucss.state.il.us](http://www.sucss.state.il.us).

### Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

### Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Torre Walls at (217) 278-3150 Ext. 230 or at [torrew@sucss.state.il.us](mailto:torrew@sucss.state.il.us).